MIDDLE STATES STEERING COMMITTEE
FOB Conference Room 620
6/10/11 10:30 a.m.

Present: J.D. Delong, Patty Todd, Brandon Baldwin, Christa Kelson, Sue Law, Mary O'Horo-Loomis, Karen Spellacy, Terry Waldruff, David Norenberg, Michelle Currier, Feng Hong, Bruce Alexander

Absent: Mark Howlett, William Barnes

1. Approval of May 16, 2011 minutes (available in ANGEL). Minutes approved as written.

2. Update on Work Group Chairs/Teams
   Status of Teams Formation – Chairs in place. Five of seven teams are fully constituted. Each work group is in Angel. College Council member Tom Sauter has volunteered to be on a work group. He will work with Shawn Miller’s group.

3. Institutional Research Person on Steering Committee
   Mary Lou D’Allegro, Director of Institutional Research, started her new position to 6/1/11. The Committee agreed that she would be a member of the Steering Committee. She was a co-chair for Penn State’s five year report to Middle States. She has already put together list of data resources. (See #5 below)

4. Reporting Schedule for Work Groups
   First report from the work groups will be at the next Steering Committee Meeting on 7/15/11

5. Brainstorming on what data/surveys we need - assigned to committee member noted
   1. Previous self-study/PRR - discussion regarding the last Middle States review ten years ago and how does that reflect on the current process especially since Middle States has changed the review process. J.D. will ask Dr. Schneider and get his recommendation. – J.D.
   2. Responses to PRR – J.D.
   3. Examples of other self-studies – Kyle Brown has already placed them in Angel
   4. Organizational Chart – College and for each area – J.D.
   5. Staff Orientation Materials – Brandon Baldwin
   6. Academic Integrity Policies – Brandon Baldwin
   7. Academic Plan (Overall and by School) – Karen Spellacy
   8. Strategic Plan – J.D.
   9. Facilities Master Plan – Bruce Alexander
   10. Assessment Plan – J.D
   11. Other Assessment Data – J.D.
   12. Course/Program/Major Assessment – J.D.
   13. General Education Data – J.D.
   14. Technology Plan – Bruce Alexander
15. List of Student Clubs – Sue Law
16. Documentation of Faculty development/training/continuing education – Mary Loomis
17. Which Faculty working on terminal degrees – Mary Loomis
18. List of Faculty Grants – Mary Loomis
19. List of Faculty publications – Mary Loomis
20. Student Handbook – Sue Law
21. Faculty Handbook – Mary Loomis
22. Admissions Application, Open House and Admitted Student Days - Dave Norenberg
23. Marketing Materials including Alumni – Dave Norenberg
24. Audited Financial Statements (2 years worth) – Terry Waldruff - she noted we don’t have audited financial statements (not in accounting sense) but she will get similar documentation
25. Budget Projections – Terry Waldruff
27. Faculty Assembly by-laws, committee structures – Karen Spellacy
28. Syllabus template and samples – Mary Loomis
29. IPEDS 2009-2011 – Terry Waldruff
30. Enrollment Trends, Enrollment, List of graduates, Retention/graduation rates - – Mary Loomis
31. Enrollment Projections – Mary Loomis
32. Job Descriptions for Senior Administrators – Christa Kelson
33. Articulation Agreements – Christa Kelson
34. List of College Council Members – Patty Todd
35. College Charter/SUNY Bylaws – Patty Todd
36. SUNY Report Card Data – Patty Todd
37. **Student Opinion Survey**
38. **Employee Satisfaction Survey**
39. **Faculty Assembly Minutes/Resolution/Response**
40. **CUSP Minutes**
41. Foundation – Karen Spellacy
42. College Association-Alumni/Employee giving - Sue Law
43. Campus Energy Plan – Bruce Alexander
44. Town Hall Meetings – Sue Law
45. Departmental By Laws – Mary Loomis
46. Emergency Response Plan – Patty Todd
47. Career Services Survey – Dave Norenberg
48. Accredited Program Assessment Data – J.D.
49. Town/Community involvement in community based programs – Christa Kelson
50. Outreach programs Upward Bound, Liberty Partnership, North Country EMS, policy - Christa Kelson
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51. Safety Committee/Cleary Act/ Crime Statistics – Patty Todd
52. IRB and IACUC (Vet Science Review Board) - J.D.
53. International Program – Karen Spellacy

54. Affirmative Action Plan – get from Stacey Basford
55. Residence Hall Program – Sue Law
56. Sustainability Task Force/Green Campus Committee – Christa Kelson

57. All Internal Policy and Procedures
58. Scholarly Activities – Michelle Currier.

59. Internship Compliance
60. Athletics – Mark Howlett (Christa Kelson will get IAB information)
61. Campus Student Disciplinary Boards - Judicial Board/Residence Hall Board – Patty Todd
62. Probation – Patty Todd

Next Meeting: 7/15/11 @ 10:30 in French Hall, Admissions Conference Room 212

(Note change in location)